

To Members of the Council

29 April, 2019

Dear Member,

ANNUAL MEETING OF THE COUNCIL

The Annual Meeting of the Council will be held on Wednesday 8 May 2019 at **7.00pm** in the Council Chamber which is situated at the rear of the Llandough War Memorial Hall. (An official photograph will be taken after the election of the Chairman and the Vice-Chairman). The agenda will be as follows:

1. To elect a Chairman for the Council Year 2019/20.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice-Chairman for the Council Year 2019/20.
4. To receive the report of the Retiring Chairman (To be tabled by Councillor Mrs Pat Carreyett).
5. To receive declarations of personal and personal/prejudicial interests.
6. To appoint Committees and Working Parties:

a) Policy and Resources Committee (**10 members**)

(All members of the Council to be in membership with the Chairman and Vice-Chairman of the Council holding these respective positions).

b) Environment and Amenities Committee (**9 members**).

(Membership to be all Councillors with the exception of the Council Chairman)

c) Village Fete Working Party (**3 members**)

(Membership is currently: Councillors Edwards, King and Penn)

d) Hall Management Committee (**5 members**).
(Membership is currently: Councillors Carreyett, Edwards, Gay, Dr M. Misra and W. Williams).

e) Allotments Working Party (**5 members**).
(Membership is currently: Councillors Edwards, Gay, King, and Mears)

f) Bio-Diversity Working Party (**3 members**)
(Membership is currently: Councillors Carreyett, Edwards and Dr M Misra).

g) Health and Safety Working Party (**3 members**)
(Membership is currently: Councillors Carreyett, Edwards and Dr Misra).

h) Community Engagement Working Party (**3 members**)
(Membership is currently Councillors Carreyett, Gay and I. Williams).

i) Planning Sub-Committee (**4 members**)
(Membership is currently Councillors Carreyett, Edwards and Dr Misra).

7. Appointment of Representatives.

- a) Community Liaison Committee with Town and Community Councils (Currently Councillor P. Carreyett and Councillor Dr M Misra is the substitute member).
- b) One Voice Wales Area Committee (Currently Councillor Dr M. Misra and Councillor Edwards as the substitute member)
- c) East Vale Community Transport Management Committee (There is a vacancy for an observer).
- d) Llandough Hospital Our Orchard Project Group (Councillor Carreyett is currently the representative).

8. Rates of Remuneration.

To review the following rates:

- a) Rent Allowance Payable to Clerk (Currently £1204 p.a. – effective review date is 1st June).
- b) Hourly Rate Payable to Caretakers (Currently £8.68 per hour – effective review date is 1st May – the rate is based on Point 9 of the 2018/19 NJC scale).
- c) Clerical Assistance (Currently £1183 pa – effective review date is 1st June).

(The current CPI index to 31 March, 2019 is 2.4%)

9. Declarations of Pecuniary Interest – Applications for Special Dispensation.

10. To Appoint an Internal Auditor for 2019/20 (Currently the Internal Auditor is Mr A.D. Williams).

11. Deeds and Trust Instruments and Review of Fixed Assets Register (Register attached).
12. To determine whether a review of Standing Orders and/or Financial Regulations is required.
13. To determine whether a review of the Council's complaints procedure is required.
14. To Review the Annual Investment Strategy (2019/20 Draft Strategy attached)
15. To Review the Council's Risk Assessment Register (2018/19 Risk Assessment Register attached).
16. To Review the Council's Insurance Arrangements.

Yours faithfully,



Paul R. Egan
Clerk to the Council

MEMBERS OF THE PUBLIC MAY ATTEND